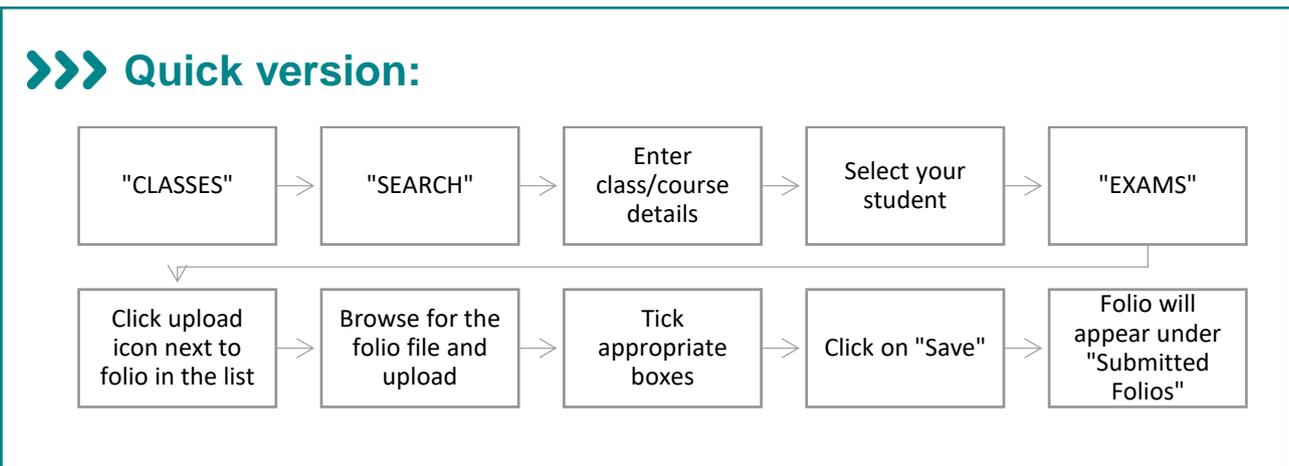


How to...submit student folios



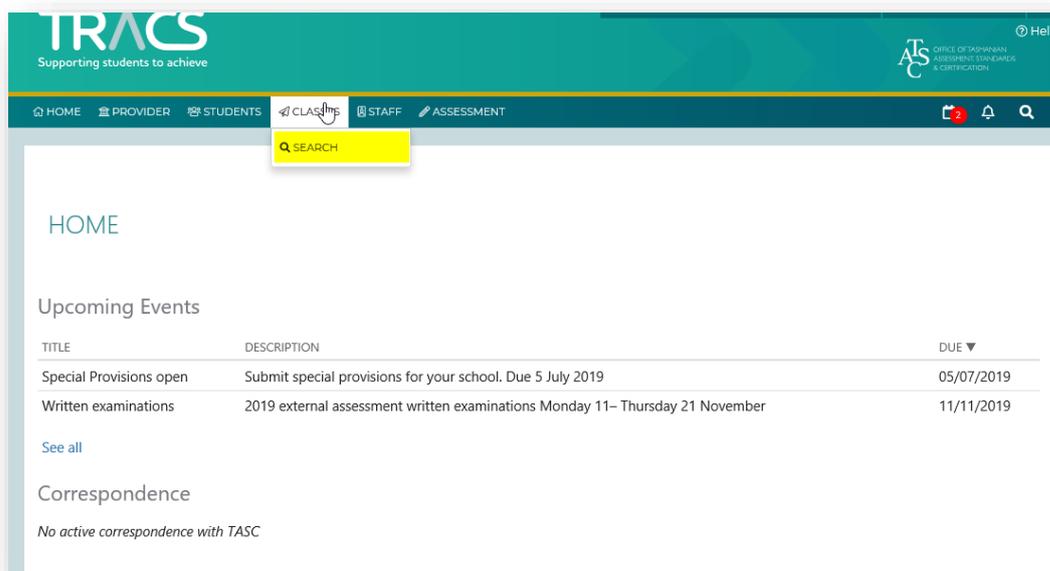
This is for:

- teachers of courses that use folios for assessment

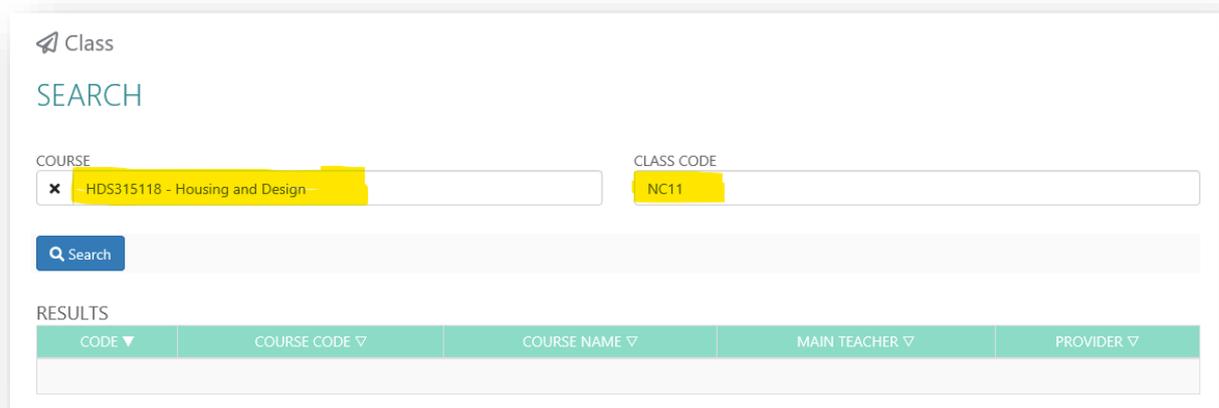


>>> Detailed version:

1. **Find your class:** Go into the “CLASSES” menu and select “SEARCH”:

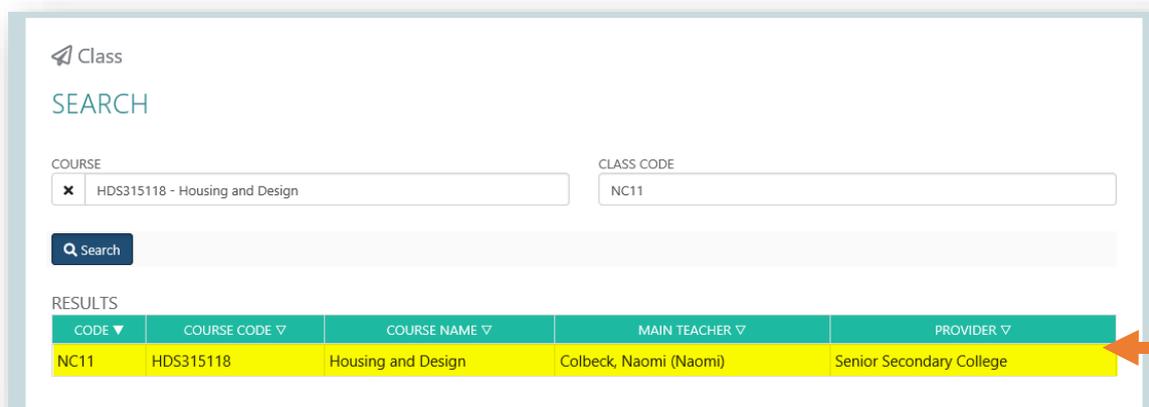


2. Enter the course and/or class code and select “SEARCH”:



The screenshot shows a web interface for searching classes. At the top left, there is a 'Class' icon and the word 'SEARCH' in large blue letters. Below this, there are two input fields: 'COURSE' containing 'HDS315118 - Housing and Design' and 'CLASS CODE' containing 'NC11'. A blue 'Search' button is positioned below the input fields. Underneath, a 'RESULTS' section features a table with five columns: 'CODE', 'COURSE CODE', 'COURSE NAME', 'MAIN TEACHER', and 'PROVIDER'. The table is currently empty.

3. The class will be displayed. Click on the class to access details:



This screenshot shows the same search interface as above, but with search results displayed in the table. An orange arrow points to the first row of the results table. The search criteria remain the same: 'COURSE' is 'HDS315118 - Housing and Design' and 'CLASS CODE' is 'NC11'.

CODE ▾	COURSE CODE ▾	COURSE NAME ▾	MAIN TEACHER ▾	PROVIDER ▾
NC11	HDS315118	Housing and Design	Colbeck, Naomi (Naomi)	Senior Secondary College

4. The class list will appear. Select the student for whom you want to upload the folio:

TRACS Supporting students to achieve

OFFICE OF TASMANIAN ASSESSMENT, STANDARDS & CERTIFICATION

HOME PROVIDER STUDENTS CLASSES STAFF ASSESSMENT

Class

NC11

HDS315118 - HOUSING AND DESIGN

PROVIDER Senior Secondary College

CODE NC11 Student 1

COURSE HDS315118 - Housing and Design

YEAR 2019

START DATE 01 Jan 2019

END DATE 31 Dec 2019

STATUS Current

MAIN TEACHER Colbeck, Naomi (Naomi)

OTHER TEACHERS

STUDENTS

NAME	DOB	TASC ID
Student 1	06 Sep 2001	19N59933
Student 2	11 Jan 2001	19K79958
Student 3	12 Dec 2001	19F91415
Student 4	09 Sep 2001	19N85653

5. You will see the student’s record:

- Click on the “EXAMS” tab
- Find the folio course and click on the upload icon to the right

Student

JASON

(TASC ID) / (STUDENT ID)

EXAMS

Courses

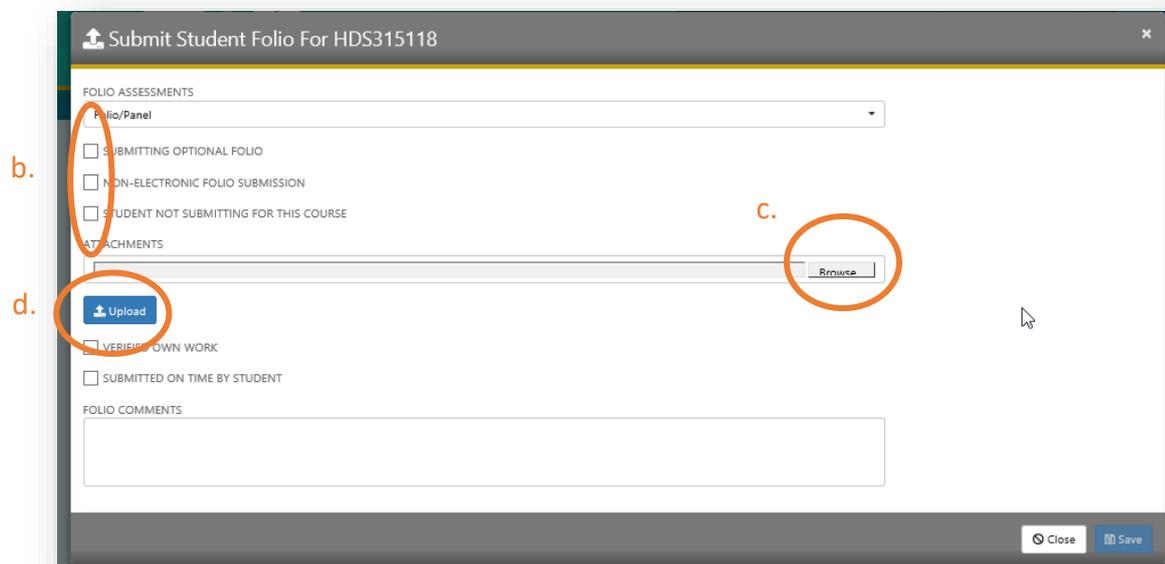
YEAR ▲	COURSE ▼	NAME ▼	EXAM DATE ▼	TYPE ▼	EXAM CENTRE	EXAM CENTRE OVERRIDE	DERIVED RATING	ABSENT	
2019	BIO315116	Biology	06/06/2019 13:30	Written			No	No	
2019	GGY315115	Geography	31/05/2019 09:00	Written			No	No	
2019	GGY315115	Geography	31/05/2019 09:00	Written			No	No	
2019	HDS315118	Housing and Design		Folio			No	No	📄
2019	HDS315118	Housing and Design	31/05/2019 09:00	Written			No	No	

6. A pop up box appears:

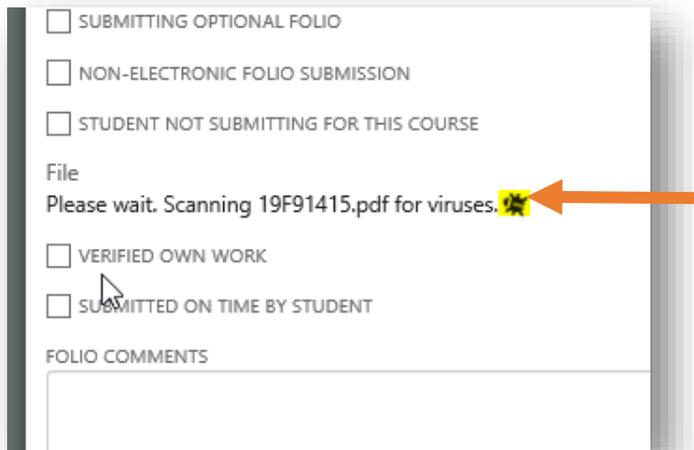
- a. (For DNC315115 Dance Choreography and Performance only): Select the relevant item from the first drop-down menu that's labelled "FOLIO ASSESSMENTS" (e.g. Critical Appraisals; Choreographic Reflections, etc.)



- b. Tick the appropriate first three (3) boxes if any apply.
 - i. Note: You must select "NON-ELECTRONIC FOLIO SUBMISSION" if your course does not require folios to be uploaded to TRACS. This allows the marking process to continue in the system.
- c. Click "Browse" to find the folio on your system that you are attaching.
- d. Select the file in your system and click the "Upload" button.



(When you see the bug icon, this means that TRACS is checking the folio for viruses).



SUBMITTING OPTIONAL FOLIO

NON-ELECTRONIC FOLIO SUBMISSION

STUDENT NOT SUBMITTING FOR THIS COURSE

File
Please wait. Scanning 19F91415.pdf for viruses.  

VERIFIED OWN WORK

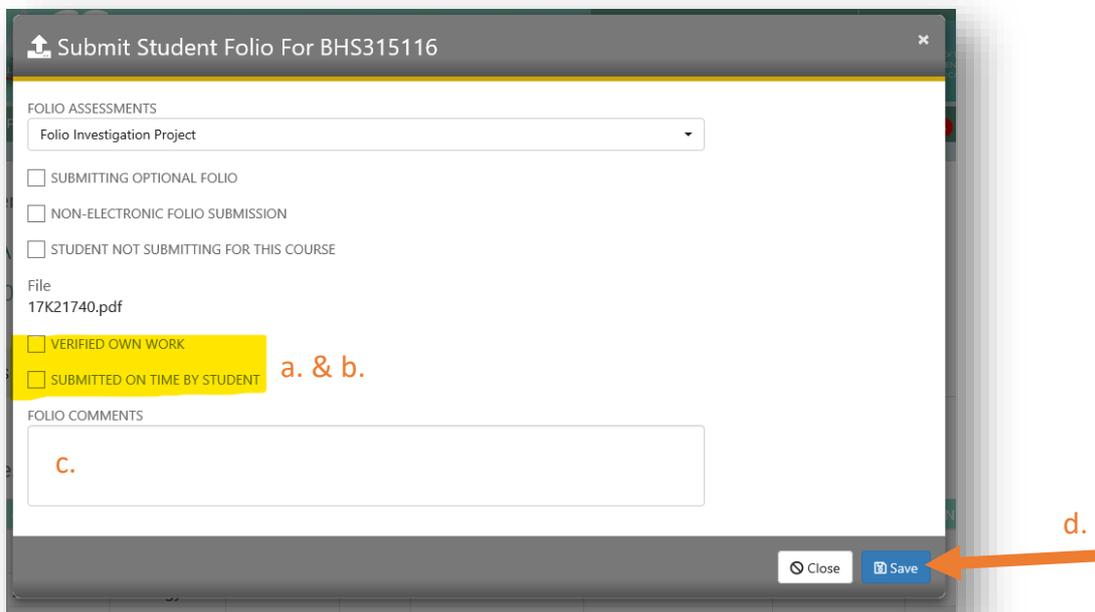
SUBMITTED ON TIME BY STUDENT

FOLIO COMMENTS

7. You will be asked to click boxes to:
- Verify that the folio is the student's own work (if possible)
 - Note that the folio was submitted on time by the student (if true)

Then:

- You can add comments if you need to.
- Click **"Save"**.



Submit Student Folio For BHS315116

FOLIO ASSESSMENTS
Folio Investigation Project

SUBMITTING OPTIONAL FOLIO

NON-ELECTRONIC FOLIO SUBMISSION

STUDENT NOT SUBMITTING FOR THIS COURSE

File
17K21740.pdf

VERIFIED OWN WORK **a. & b.**

SUBMITTED ON TIME BY STUDENT **a. & b.**

FOLIO COMMENTS
C.

d. 

8. Folio submitted:

In the student's record (EXAMS tab) you will see that the folio has been submitted.

Student
JASON
(TASC ID) / (STUDENT ID)

DETAILS ADDRESS ENROLMENTS EXAMS

Courses

YEAR	COURSE	NAME	EXAM DATE	TYPE	EXAM CENTRE	EXAM CENTRE OVERRIDE	DERIVED RATING	ABSENT	
2019	BIO315116	Biology	06/06/2019 13:30	Written			No	No	
2019	GGY315115	Geography	31/05/2019 09:00	Written			No	No	
2019	GGY315115	Geography	31/05/2019 09:00	Written			No	No	
2019	HDS315118	Housing and Design		Folio			No	No	↓
2019	HDS315118	Housing and Design	31/05/2019 09:00	Written			No	No	

Submitted Folios

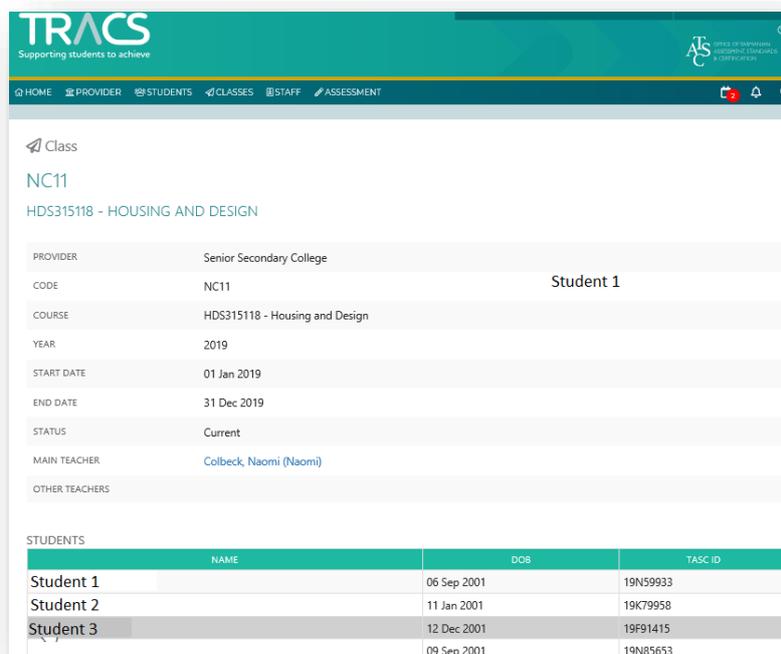
YEAR	COURSE	ASSESSMENT	OPTIONAL SUBMISSION	OWN WORK	ON TIME	EXTENSION DATE	COMMENTS	FILE	UPDATED
2019	HDS315118	Folio/Panel	No	Yes	Yes			19F .pdf	19/06/2019

8. Return to class list:

a. Right-click on back arrow:

b. Select the page that is two places below the current page:

c. And you will return to your class list:



The screenshot shows the TRACS system interface. At the top, there is a navigation bar with links for HOME, PROVIDER, STUDENTS, CLASSES, STAFF, and ASSESSMENT. The main content area displays the following information:

Class
NC11
HDS315118 - HOUSING AND DESIGN

PROVIDER	Senior Secondary College	
CODE	NC11	Student 1
COURSE	HDS315118 - Housing and Design	
YEAR	2019	
START DATE	01 Jan 2019	
END DATE	31 Dec 2019	
STATUS	Current	
MAIN TEACHER	Colbeck, Naomi (Naomi)	
OTHER TEACHERS		

STUDENTS

NAME	DOB	TASC ID
Student 1	06 Sep 2001	19N59933
Student 2	11 Jan 2001	19K79958
Student 3	12 Dec 2001	19F91415
	09 Sep 2001	19N85653

»» Things to know:

- Folios must be submitted into TRACS within two (2) working days of [the date due to teachers](#). TRACS will be open for folio uploads two weeks before that date, so you can begin uploading whenever you're ready to go.
- TASC recommends that you start uploading folios as soon as you are able. Folios that have already been uploaded may be updated later if changes are required.
- The title of the folio file must begin with the student's TASC ID (and zipped if more than one file makes up the whole folio) to ensure TRACS will accept the file.
- The student must not be identified by name.
- You must select "Non-Electronic Folio Submission" if your course does not require folios to be uploaded to TRACS.
- If it's not appropriate to tick either/both of the "verified own work" or "submitted on time" boxes, you should still submit the folio. TASC will then contact your school to start an alternative process for verification.
- If you are unable to meet the deadline, contact your TLO (who will contact TASC) as soon as possible.

For further TRACS support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au
- TRACS Help: tracs@tasc.tas.gov.au